

**BY ORDER OF THE COMMANDER  
LANGLEY AIR FORCE BASE**

**LANGLEY AIR FORCE BASE  
INSTRUCTION 31-204**



**20 JULY 2010**

**Security**

**LANGLEY AIR FORCE BASE TRAFFIC  
CODE**

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OPR: 633 SFS/S5

Supersedes: LAFBI 31-204, 16 March  
2007

Certified by: 633 MSG/CC  
(Colonel J. Kevin Altman)

Pages: 45

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This publication implements Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*, and is based upon the Air Force Policy Directive (AFPD) 31-2, *Air Provost Operations*. The purpose of this traffic code is to establish standardized procedures for motor vehicle traffic supervision and ensure safe and efficient movement of vehicles, materials, and personnel to destinations on Langley AFB (LAFB). This instruction complies with the National Highway Safety Program Standards promulgated under the National Highway Safety Act of 1966. This traffic code assimilates, to the maximum extent possible, the traffic code, Title 46.2, *Motor Vehicles*. This instruction establishes procedures governing motor vehicle traffic supervision, parking restrictions, and registration requirements on LAFB. The provisions of this instruction apply to all personnel assigned, attached or associated with the 633d Air Base Wing (ABW), tenant units and all other individuals, whether military or civilian, while upon LAFB or any of its property. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route the AF IMT 847 from the field through the appropriate functional's chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

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## **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include addition of Executive Order 13513, *Federal Leadership on Reducing Text Messaging While Driving* Section 2. The numeric designation of the support function of the 1st Fighter Wing (1 FW) has changed to 633 Air Base Wing (633 ABW) and all supporting subsets (MSG, SFS, etc).

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## Chapter 1

### GENERAL

#### 1.1. Responsibilities.

1.1.1. The 633d Security Forces Squadron Commander (633 SFS/CC) is the OPR for the traffic code. All recommended changes to the traffic code must be forwarded to the 633 SFS Police Services Section (633 SFS/S5L) for coordination.

1.1.2. The 633d Mission Support Group Deputy Commander (633 MSG/CD), 633d Air Base Wing Chief of Safety (633 ABW/SE), 633d Force Support Squadron Chief of Civilian Personnel (633 FSS/DPC), and the 633d Air Base Wing Judge Advocate (633 ABW/JA) must coordinate on all proposed changes forwarded to 633 SFS/CC.

1.1.3. Security Forces enforce AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, other directives of higher headquarters, and those federal and state traffic laws applicable to LAFB. This code combines the motor vehicle laws, Air Force (AF), Air Combat Command (ACC), and Langley directives. In case of conflict, AF, ACC and Langley directives apply over state laws and in the order they are listed.

1.1.4. Unit commanders and supervisors will ensure their personnel adhere to the provisions of this code.

1.1.5. Base personnel (military and civilian) must ensure their dependents and guests comply with this code.

1.1.6. All personnel operating a vehicle on LAFB shall be familiar with and shall comply with this code, along with the Virginia State Codes (VSC) regardless of where their vehicle is registered.

## Chapter 2

### TRAFFIC SUPERVISION

#### 2.1. Enforcement of Traffic Code.

2.1.1. The 633 SFS/CC is responsible for enforcement of all traffic laws and instructions including applicable state, city and county traffic laws on LAFB.

2.1.2. Security Forces may issue a Department of Defense (DD) Form 1408, *Armed Forces Traffic Ticket*, or a DD Form 1805, *United States District Court Violation Notice*, to violators of this traffic code or any other applicable traffic offense.

2.1.3. Persons subject to the Uniform Code of Military Justice (UCMJ) are subject to trial by courts-martial, punishment under Article 15 of the UCMJ, or other types of disciplinary or administrative actions deemed necessary by the unit commander for violations of the provisions of this or any other instruction, directive, or law pertaining to traffic.

2.1.4. Persons not subject to the UCMJ are subject to trial before a United States Magistrate and/or administrative sanctions deemed necessary by the Installation Commander or designated representative for violations of this or any other instruction, directive, or law pertaining to traffic.

2.1.5. For offenses not listed in this instruction, citations may be issued and assessed points in accordance with state law.

#### 2.2. Authorized Emergency Vehicles.

2.2.1. The driver of an authorized emergency vehicle, when responding to an actual emergency call, or when in pursuit of a suspected violator of the law, and when using authorized visual and audible signal (except when standing or parking) may within reason and with due regard for the safety of all persons, exercise the following privileges:

2.2.1.1. Park or stand irrespective of the provisions of this traffic code provided they do not intentionally block traffic or create a traffic hazard, unless circumstances dictate otherwise.

2.2.1.2. Proceed past a stop sign/signal only after slowing to ensure safe operation and the right-of-way has been granted by all other drivers.

2.2.1.3. Disregard instructions governing the direction of travel or turning in a specified direction.

2.2.1.4. Exceed the posted speed limit, so long as not to endanger life or property when a special hazard or emergency exists that requires a faster speed.

2.2.1.5. Emergency equipped vehicles may be left running unattended for short periods of time when emergency equipment is operating and needed to maintain power for accessories. Also, the operator must take all reasonable measures to ensure the vehicle will not impose a danger to others.

#### 2.3. Speed Limits.

2.3.1. No person shall drive at a speed greater than the posted speed limit. The standard speed limit within the confines of LAFB is 25 mph, unless otherwise posted.

2.3.2. The maximum speed limit will not exceed 10 mph in the following areas or situations: parking lots or parking areas, ammunition areas, service roads or alleyways, and passing troop formations.

2.3.3. The maximum speed limit in the residential housing areas, to include The Landings at Langley (formally Bethel Manor housing) and entering/departing through base entry points will not exceed 15 mph, unless otherwise posted.

2.3.4. Operation of a vehicle within the confines of LAFB at such a slow speed as to impede or block the normal and reasonable movement of traffic is prohibited, except when a reduced speed is necessary for safe operation. If road conditions are hazardous as a result of inclement weather or construction, persons driving will need to reduce their speed accordingly and will not be cited for hindering traffic.

2.3.5. Special speed limitations on the bridges are as follows:

2.3.5.1. The speed limit on is 15 mph.

2.3.5.2. The speed limit on is 25 mph.

2.3.5.3. The speed limit for inbound traffic on is 15 mph. Outbound traffic from the installation gate is 25 mph as posted.

2.3.6. Use of radar/laser detection devices. It shall be unlawful for any person to operate a motor vehicle equipped with any device or mechanism, passive or active, to detect or purposefully interfere with or diminish the measurement capabilities of any radar, laser or other device or mechanism employed by law enforcement personnel. **Note:** It is not illegal to own such a device in the state of Virginia; however, having such a device in a motor vehicle shall only be considered in compliance with state law if it has no power source and is not readily accessible for use by the driver or any passenger in the vehicle.

## **2.4. Pedestrian Limitations and Other Right-of-Ways.**

2.4.1. Pedestrians will obey the instructions of any official traffic control device, specifically applicable to pedestrians and are subject to the following limitations and restrictions:

2.4.1.1. Pedestrians will not suddenly enter a street, crosswalk, or other area, with any action which would not allow a vehicle operator to safely and properly stop or yield. Vehicle operators are to yield the right-of-way to pedestrians in crosswalks. Pedestrians should show intention to use a crosswalk and must ensure drivers have shown an intention to permit them to proceed.

2.4.1.2. Pedestrians will walk, run or jog on the sidewalk/path, when provided. When no sidewalk or path is present, pedestrians will walk, run or jog on the furthest outside shoulder on the left side of the roadway facing oncoming traffic. It is highly recommended pedestrians wear reflective clothing (reflective vest, belt, arm band and so forth) during periods of darkness and/or reduced visibility. Jogging gear with reflective characteristics built-in is acceptable.

2.4.1.3. Pedestrians are not allowed on unless they are a resident or a guest of a resident.

**2.5. Off-Street Vehicle Operation.** While on LAFB, off-street (race type) vehicles, including stock cars, dirt bikes and other off-road or competition vehicles, will be plainly marked as such and have the identification, address and telephone numbers of the owner posted in plain view from the outside. Operation of off-street vehicles on the installation is prohibited.

**2.6. Unattended Vehicles and Unattended Children.**

2.6.1. No person will leave a vehicle unattended without first stopping the engine, locking the ignition and removing the key. This does not apply for flight line vehicle operations. For further information on unattended vehicles on the flight line, refer to Langley Air Force Base Instruction (LAFBI) 11-250, *Airfield Operations and Base Flying Procedures*.

2.6.2. During winter periods, unoccupied vehicles may be left running while parked in an authorized parking space for short periods (not to exceed five minutes) to warm up the engine prior to operating. Operators are responsible for safety and security of vehicles. Vehicle operators are prohibited from leaving a vehicle running while entering a facility to conduct business (e.g., stopping at the Fitness Center for a brief moment, stopping at the Commissary/Shopette or Base Exchange to shop or dropping off mail in the Post Office).

2.6.3. Children under 8 years of age will not be left unattended in a motor vehicle.

2.6.4. Children ages 9 to 12, except in hot weather, may be left unattended in a motor vehicle for no longer than 15 minutes; however, the keys must be removed, the parking brake applied and the windows cracked at least 2-inches. In addition, an adult must remain in sight of the car at all times.

2.6.5. Children, ages 13-14, may be left unattended in a motor vehicle; however, the keys must be removed, the parking brake applied and the windows cracked at least 2-inches.

2.6.6. Children 15 years of age and older may be left in a car unattended.

2.6.7. Vehicles will not be left unattended on jacks, regardless of the time element involved. Vehicles whose wheels must be removed for repair or vehicle maintenance will be lowered onto jack stands and other wheels chocked when unattended.

**2.7. Unsafe Operation of Vehicle.**

2.7.1. No person will operate a vehicle with more occupants than available restraint devices.

2.7.2. As a general rule, restrict the number of people in government passenger-carrying vehicles to the designed seating capacity. This includes not only sedans, station wagons and buses but also trucks and cargo vans with passenger seats. When exigent circumstances or contingency requirements exceed availability of such vehicles commanders, through the risk management decision process, will determine the appropriate mode of transportation or operating procedures for such existing vehicles. If government-owned trucks are used to transport personnel in the back, all personnel must sit on the floor of the truck bed keeping all limbs and/or body parts inside the vehicle at all times while in motion. Personnel must not lean against the tailgate of the vehicle or sit on the wheel wells. It is the driver's responsibility to ensure all occupants are in compliance.

2.7.3. No person will be permitted to operate a privately-owned vehicle (POV) with personnel in the back of a pickup truck.



2.7.4. Any motor vehicle carrying a payload which hinders the steering, braking or stability of a vehicle may not be operated.

2.7.5. Animals in uncovered vehicles must be tethered to prohibit the animal from exiting the vehicle while in operation.

2.7.6. All vehicles must be maintained in a mechanically safe condition. Vehicles found to be unsafe will not be operated. Towing of an unsafe vehicle is the responsibility of the owner/operator. The operator will be cited for the offense and have 72 hours to fix the condition. If proof of correction is provided to the Emergency Communications Center (ECC) controller, the citation may be voided and forwarded to the 633 SFS Reports and Analysis Section (S5R).

2.7.7. Any motor vehicle towed by another vehicle must use a rope or strap commercially designed for towing. The strap must be at least 20 feet in length with a red or orange flag centered between the vehicles. A maximum speed of 20 mph will be adhered. Both vehicles should use hazard lights and other signaling devices. The use of chains or tie-down straps is unauthorized for towing.

2.7.8. Vehicles must have fenders, mud flaps or other anti-spray devices to prevent the vehicle from being a hazard to other vehicles.

## **2.8. Littering from a Vehicle.**

2.8.1. No person shall throw, place, or drop litter from a vehicle on LAFB. The driver of the vehicle, or the responsible person, may be cited for any litter thrown, placed or dropped from the vehicle.

2.8.2. "Litter" means rubbish, refuse, waste material, garbage, trash or debris of any kind or description, whether or not it is of value, and includes (but not limited to) improperly discarded paper, metal, plastic, glass, cigarette butts or solid waste.

2.8.3. Military personnel cited for littering from a vehicle will be cited via DD Form 1408; civilian personnel will be cited via DD Form 1805.

## **2.9. Driver's License and Insurance Requirements.**

2.9.1. Exhibiting licenses and failure to carry license:

2.9.1.1. Any persons operating any motor vehicle on the installation must have in their possession a valid state driver's license, registration and proof of insurance. Upon request, show proof of same to any law enforcement official.

2.9.1.2. The operator of any special purpose motor vehicle, trailer or semitrailer shall stop on the signal of any law enforcement officer who is in uniform or shows his/her badge or other sign of authority and shall, on the officer's request, exhibit his/her driver's license and write his/her name in the presence of the officer, if so required, for the purpose of establishing his/her identity.

2.9.1.3. The operator of any government special purpose motor vehicle, trailer or semi-trailer operated on the roadways of the installation shall have in his/her possession his/her government driver's license.

2.9.2. Unlicensed driving is prohibited. No person, except those expressly exempt in any AFI, shall drive any motor vehicle on any roadway within the confines of LAFB until such person has a valid driver's license, satisfactorily passed the examination required by AFI 24-301, *Vehicle Operations*, obtained an AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, successfully passed the examination required by Virginia State Code (VSC) and possesses a valid state operator's license in accordance with (IAW) AFI 24-301.

2.9.3. Driving while license, permit, or privilege to drive is suspended or revoked. Except as provided in AFI 31-204, no military member or nonmilitary member whose driver's license or privilege to drive a motor vehicle has been suspended or revoked by any state or who has been directed not to drive by the Installation Commander, or by operation of law pursuant to this instruction or who has been forbidden, as prescribed by instruction, or by the Installation Commander, to operate a motor vehicle within the confines of LAFB shall thereafter drive any motor vehicle or any self-propelled machinery or equipment on any highway within the confines of LAFB until the period of such suspension or revocation has terminated.

**2.10. Special Restrictions on Particular Licenses.** The Air Force, on issuing an AF Form 2293 may, whenever good cause appears, impose restrictions suitable to the licensee's driving ability with respect to the type of or special mechanical control devices required on a motor vehicle which the licensee may drive or any other restrictions applicable to the licensee as the Air Force may determine. When it appears from the records of the Air Force the licensee has failed or refused to comply with restrictions imposed on licensee's driving of a motor vehicle, the Air Force may, after written notice to the licensee indicated in the records of the Air Force, suspend the person's AF Form 2293 and the suspension shall remain in effect until in compliance with this section.

**2.11. Driving While Intoxicated (DWI).**

2.11.1. Any person who operates a motorized vehicle on the installation to include all-terrain vehicles (ATV) and motor powered watercraft, under the influence of intoxicants, will be considered DWI. Blood alcohol contents (BAC) are defined below:

2.11.1.1. Military personnel who operate a motor vehicle while intoxicated will be charged under Article 111 of the UCMJ, *Drunken or Reckless Operation of Vehicle, Aircraft, or Vessel*, if the breath alcohol content (BrAC) or BAC is .08% or higher. Civilian personnel who operate a motor vehicle while intoxicated will be charged under VSC § 18.2-266, *Driving While Intoxicated*.

2.11.1.2. Military personnel with alcohol content between .05% and .07% can be charged with driving while impaired. Impaired drivers will not be permitted to operate the vehicle for a minimum of eight hours.

2.11.1.3. Any person under the age of 21 years who operates a motor vehicle with a BAC of .02% to .07% may be charged with driving after illegally consuming alcohol (VSC §18.2-266.1) and illegal possession of an alcoholic beverage (VSC §4.1-305), and if the BAC is higher than .08%, they will be charged with DWI and illegal possession.

2.11.1.4. Persons who operate motorized vehicles under the influence of intoxicants are subject to having their installation driving privileges suspended or revoked. Refer to Chapter 8 for on-base driving privileges suspension and revocation guidance.

## **2.12. Implied Consent.**

2.12.1. A person who operates or drives a motor vehicle on this installation will be considered to have given consent to a chemical test of his/her breath or blood for the purpose of determining the BAC. Chemical testing for all personnel will be by breath, subject to availability of an intoximeter. Test by blood will be offered in the absence of an intoximeter and conducted at the base hospital. Civilians will be administered the breath test only.

2.12.2. Refusal to submit to a chemical test of blood or breath will result in revocation of installation driving privileges. Refusal by military personnel is probable cause to seek authority to search and seize. A 12-month revocation will be imposed regardless of the outcome or findings of administrative or court-martial proceedings.

**2.13. Open Container.** Driving a vehicle with an open container of an alcoholic beverage in the passenger compartment of the vehicle is prohibited.

**2.14. Crossing Fire Hose.** Vehicles will not be driven over an unprotected fire hose laid down on any roadway during an emergency response, unless directed to cross by Security Forces or Fire Emergency Services personnel.

## **2.15. Driving in Prohibited Areas.**

2.15.1. Vehicles will not be driven or parked on any grass or seeded area.

2.15.2. Vehicles will not be driven through an area which is posted, marked, or barricaded by means of barriers, traffic cones, or signs, or as directed by security forces or emergency response personnel.

**2.16. Limitations on Backing.** A driver will not back a vehicle unless such movement can be made safely. When backing vehicles with limited vision to the rear, a spotter will be used. If no spotter is available, the operator, prior to backing, will visually check the area in which the vehicle will be backed.

**2.17. Obedience to Traffic Enforcement Officials or Those Persons Designated.** No person will willfully fail or refuse to comply with any lawful order or direction of any law enforcement officials or persons directed by security forces to control traffic.

**2.18. Wearing a Device that Affects Hearing.** No person may drive, walk, jog, ride a bicycle or coaster-wheeled conveyance on streets or roadways (designed for vehicle traffic) while wearing any device or instrument which substantially impairs his/her hearing. This includes, but is not limited to, the use of headsets or earphones containing or connected to any source of sound. Motorcycle helmet intercoms are excluded.

**2.19. Noise and Environmental Pollution Control.** No person will operate a vehicle emitting excessive sound, whether mechanical or stereo, nor will they operate a vehicle which emits excessive smoke or fluids. Excessive sound is defined as that sound which will cause a normal person to shout or significantly raise the tone of voice to effectively communicate.

## **2.20. Headlights Requirements.**

2.20.1. Headlights will be used 30 minutes before sunset until 30 minutes after sunrise and when visibility is reduced by weather conditions or other environmental factors.

2.20.2. Headlights will be used when windshield wipers are in use.

2.20.3. Motorcycles will have their headlight on whenever they are in motion.

2.20.4. The use of parking lights, when a vehicle is in motion during reduced visibility/hours of darkness, is only allowed while vehicles are entering installation entry control points. When a vehicle is parked off the main traveled portion of the roadway or a street where parking is not common or is prohibited, the driver will turn on parking lights or emergency flashers.

**2.21. Eluding an Enforcement Official.** Any driver of a motor vehicle who willfully fails or refuses to bring his/her vehicle to a stop or who otherwise flees or attempts to elude a pursuing police vehicle will be ticketed for eluding an enforcement official. The signal given by the enforcement official may be by hand, voice, whistle, emergency light or siren.

**2.22. Eluding Traffic Control Devices.** It is unlawful for any person to drive through parking lots or other areas to elude specific traffic control devices to including signals, signs, lights, stations and persons controlling traffic.

**2.23. Driving with Obstructed Vision, Safety/Warning Lights.** No person shall operate a vehicle without first clearing all windows, front, side and rear of all obstructions. Operators will also clear obstructions, snow, ice and dirt from all headlights, safety lamps, warning lights, license plates and DoD vehicle decals. Snow accumulation over 1 inch will be removed from hood, roof and trunk areas prior to operation. Non-cargo vehicles will not be loaded as to restrict visibility in the rear. Tinted license plate covers or tinted headlight covers may not be used on LAFB.

**2.24. Safety Belts.**

2.24.1. All military and civilian personnel operating motor vehicles on LAFB, to include all passengers, will wear safety belts when installed as original equipment or added equipment. All children under 4 years of age, or weighing 40 lbs or less, must be in a federally-approved child safety seat while in the vehicle. The vehicle operator is responsible for all passengers. Seat belt use is federally mandated and will be enforced as a primary violation.

2.24.2. Seatbelt spot checks will be conducted on the installation. Security forces while making traffic stops and installation entry controllers during other than peak traffic periods will check for compliance. No other violation need exist to stop a person for a seat belt violation.

2.24.3. Operators refusing to wear a safety belt after being advised that wear is mandatory may be denied entry to the installation unless they desire to proceed on foot.

2.24.4. Security forces will ticket active duty personnel for safety belt violations via a DD Form 1408. Unit safety officers/Non-commission Officer's (NCOs) will identify personnel found not wearing seat belts to their unit commanders.

2.24.5. Security forces will ticket all non-active duty personnel for safety belt violations via the DD Form 1805. Unit safety officers/NCOs will identify civilian personnel found not wearing seat belts to their commander or their sponsor's commander.

**2.25. Traffic Circulation Plan.**

2.25.1. The majority of base traffic is concentrated along two gate roads: Sweeney Boulevard and Nealy Avenue. Sweeney Boulevard carries the highest volume of traffic and

has access/egress via the Armistead Gate. Nealy Avenue has the second highest volume of traffic and has access/egress via the LaSalle Gate. Other major roads include which primarily serves the ACC campus area, which serves as an access road to northern sections of the base, and which is a primary connector between and .

2.25.2. Sweeney Boulevard Corridor. connects with just outside the Armistead Gate. Sweeney Boulevard runs east-west along the south section of the base and can be divided into two major sections. Section I runs from the intersection of Nealy Avenue west to the Armistead Gate. The speed limit in this section is 35 mph. Section II runs from the Nealy Avenue intersection east to Ward Road and has one lane in each direction with a continuous center turn lane. Section II also runs through the Heavier-Than-Air (HTA) housing area and provides access to the Fighter Squadron areas. Section II is very congested with limited parking due to the high volume of work areas served by this route. The primary speed limit is 25 mph with a short 15 mph section through HTA housing area.

2.25.3. Nealy Avenue Corridor. LaSalle Avenue leads to the LaSalle Gate on the southwest section of the base. Inside the gate, changes to and runs east-west from the LaSalle Gate to the intersection. Nealy Avenue has one through lane in each direction with a center lane that operates as a continuous left turn lane. primarily serves the Base Exchange, Commissary, and Medical Group traffic and serves as a connector from the LaSalle Gate to eastern sections of the base. Nealy Avenue has a primary speed of 35 mph.

2.25.4. Dodd Boulevard Corridor. Dodd Boulevard primarily serves the Air Combat Command (ACC) campus area along with the ACC gym. is a highly congested work area with a limited amount of parking. has two lanes each direction with a dividing median from to . Past Bryant Avenue, Dodd Boulevard is one lane each way with a center lane that serves as a reversible lane during morning and evening peak hours. The center lane serves as a continuous left-turn lane during all other hours. The reversible lane runs from Bryant Avenue to Douglas Street. Dodd Boulevard is one lane each way from Douglas Street to the Ward Road intersection. The primary speed limit along Dodd Boulevard is 25 mph.

2.25.5. Ward/Lee Road Corridor. connects at the intersection and runs north-south around the eastern perimeter of the runway. Ward Road turns into Clarke Avenue through the Lighter-Than-Air (LTA) housing area then Weyland Road from west of the LTA housing area to Durand Loop and finally changes to Lee Road which runs north-south along the west perimeter of the runway to the Armistead Gate. This corridor primarily serves the LTA housing area, education center, and the golf course. The primary speed limit along this corridor is 35 mph with the exception of the LTA housing area which is 15 mph and the golf course area which is 25 mph.

2.25.6. Elm Street. Elm Street runs north-south and serves as a major connector from the LaSalle Gate to Sweeney Boulevard. The primary speed limit along this connect is 25 mph.

2.25.7. Gates. Langley has three primary means of access/egress: LaSalle Gate, Armistead Gate, and King Street Gate.

2.25.8. Controlled Access Roads.

2.25.8.1. Gregg Road from National Aeronautics and Space Administration (NASA) boundary line to and from to the Langley Saddle Club end of are controlled access

roads. These roads are For Official Use Only and security forces monitor the area 24-hours a day.

2.25.8.2. Benedict Avenue is a controlled access road and vehicle traffic is limited to residents and their guests.

2.25.9. Limitation on U-Turns. U-turns are prohibited within the confines of LAFB.

2.25.10. Right-of-Way at the Traffic Circle. All vehicles intending to enter the circle must yield to vehicles currently driving on the circle.

## **2.26. Entry and Departure of LAFB.**

2.26.1. Vehicles will enter and depart LAFB only through authorized entry control points.

2.26.2. Vehicles entering LAFB are required to stop unless otherwise directed by an authorized official.

2.26.3. Vehicles entering and departing LAFB are subject to random installation entry point checks.

2.26.4. Military personnel and civilian employees who refuse to comply with the random installation entry point check procedures pursuant to DoD 5200.8R, *Physical Security Program*; AFMAN 31-201, Volume 3, *Flight Operation*; AFI 31-101, ACC Supplement 1, *The Air Force Installation Security Program*, and LAFB Supplement 1, *Installation Security Instruction*, may be subject to loss of base driving privileges. Other individuals who refuse to comply with random installation entry point check procedures may be subject to barment action. Refer to Chapter 8 for on-base driving privileges suspension and revocation guidance.

2.26.5. Vehicles entering installation entry control points during the hours of darkness will use parking lights only prior to approaching the entrance (vehicles with day time running lights are exempt). No motor vehicle operator shall approach the security gates or installation entry points with both parking lights and headlights turned completely off.

2.26.6. No operator of any motor vehicle shall use a cellular telephone while entering through installation entry control points or while driving on the installation. **Exception:** The use of cellular telephones is permitted when using a hands-free headset/device. **Note:** Executive Order 13513, *Federal Leadership on Reducing Text Messaging While Driving* Section 2, applies and states; "Text Messaging While Driving by Federal Employees. Federal employees shall not engage in text messaging (a) when driving Government Owned Vehicle (GOV), or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving".

2.26.7. Anytime 100-percent identification checks are conducted, all vehicles will come to a complete stop where instructed by security forces or augmentees and all personnel in the vehicle will present the proper identification. The driver, or at least one occupant of each vehicle, must have a valid DoD identification card (ID). The remaining passengers without a DoD ID must present some other form of government issued ID (such as state issued driver's license).

2.26.8. No person shall drive a vehicle when there are more than three people in the front seating area. The number of passengers will not exceed the number of seats or seat belts in accordance with the manufacturer's specifications.

### **Chapter 3**

#### **BICYCLE AND COASTER-WHEELED CONVEYANCE**

##### **3.1. Bicycle Operation.**

3.1.1. Cyclists, including minors, riding bicycles on LAFB will observe the same traffic rules required of a motor vehicle operator. All persons operating a bicycle on LAFB are subject to all bicycle requirements set forth in the traffic code.

3.1.2. Cyclists are required to wear a safety helmet.

3.1.3. Cyclists riding during the hours of darkness are required to have a lamp on the front of the bicycle which can emit a white light visible from a distance of at least 500 feet to the front and an approved red rear reflector or light visible at least 600 feet to the rear.

3.1.4. Cyclists are prohibited from using any crosswalk, sidewalk, driveway or any other area not designated as a traffic lane for the purpose of by-passing a traffic control device. Cyclists will use bicycle lanes, if provided. Bicycles will not be ridden on any sidewalk within the business area (i.e., Base Exchange, bank, credit union, Commissary, ACC campus area, etc.).

3.1.5. Cyclists on roadways will be in single file, as far to the right as possible, and use extreme caution when crossing heavily traveled intersections/roadways.

3.1.6. Cyclists will never assume the right-of-way over other vehicles.

3.1.7. Cyclists will use proper hand and arm signals when turning or stopping.

3.1.8. Bicycles will be equipped with an approved brake which will enable the operator to stop on any pavement.

3.1.9. Cyclists, persons on coasters, skateboards, roller skates or roller blades will never cling or hold on to another moving vehicle.

3.1.10. All personnel are encouraged to mark their bicycles (property of value) with their name or last four digits of their social security number (SSN). Owners should record the make, model and serial number and keep this information in a safe place.

3.1.11. For safety reasons, no person is allowed to play baseball, street hockey, football, soccer, kickball or any other recreational sport on LAFB roadways. A child who is allowed to play baseball, street hockey, football, soccer kickball or any other recreational sport on any LAFB roadway is considered to be improperly supervised by his/her parent or guardian.

##### **3.2. Coaster-Wheeled Conveyance.**

3.2.1. The use of coaster-wheeled conveyance (defined as any form of object propelled afoot to include, but not limited to, in-line skates, roller skates, roller blades, scooters or skateboards) is prohibited on any roadway, parking lot or sidewalk, except in established areas.

3.2.2. The only established areas where coaster-wheeled conveyance are authorized on LAFB to include The Landings at Langley (formally Bethel Manor Housing) are the running



track from the ACC gym to the golf course and the running track on Nealy Avenue from Building 407 (the billeting office).

3.2.3. All persons using a coaster-wheeled conveyance are required to wear safety helmets. It is *strongly recommended* that all skaters use wrist, elbow and kneepads.

3.2.4. It is prohibited for persons using skateboards, roller skates, roller blades or any coaster-wheeled conveyance to wear any device or instrument which substantially impairs his/her hearing. This includes, but is not limited to, the use of headsets or earphones containing or connected to any source of sound.

3.2.5. Jumping ramps are not authorized along any roadway or sidewalk.

**3.3. Violations.** Persons in violation of the above bicycle and coaster-wheeled conveyance instructions may be issued a DD Form 1408 or a DD Form 1805 (for civilians) as appropriate. Traffic points will not be assessed; however, the traffic ticket report will be forwarded to the member's and/or sponsor's unit commander for action.

## Chapter 4

### PARKING SUPERVISION

**4.1. Purpose.** Parking restrictions are established to better manage on-base parking areas, support the mission and encourage participation in the government's policy on energy conservation and a cleaner environment.

**4.2. Enforcement.** For violations discovered while the vehicle is unattended, the license plate number shall constitute prima facie evidence the registered owner of the vehicle is the person responsible for the violation. Parking enforcement will be reduced during periods of increased readiness conditions and readiness exercises if such day-to-day procedures affect military efficiency.

**4.3. Prohibited Parking.** Unauthorized vehicles will not be parked in areas marked or designated as reserved parking nor will a vehicle be parked where it is prohibited by signs, markings or other provisions of this code, except those provisions granted to emergency vehicle operators. Parking is prohibited in all areas not designated by two white lines.

**4.4. Against the Flow of Traffic.** Vehicles parked parallel to curbing or the road edge will be facing the direction of traffic movement. Vehicles parked in slanted parking stalls will not be facing against the flow of traffic.

**4.5. Too Far from Curb or Road Edge.** Vehicles parked parallel to the curb or road edge will be parked in such a manner that the wheels are not more than 12 inches from the curbing or road edge.

**4.6. Straddling Lines.** Vehicles will not be parked in such a manner as to extend over the lines designating the space used as a parking stall. Vehicles will be parked completely within the designated stall.

**4.7. Seeded or Unpaved Surfaces.** Vehicles will not be parked on other than paved surfaces, unless the area has been designated as overflow parking.

**4.8. Dumpsters.** Vehicles will not be parked within six feet of a refuse dumpster nor block the access of sanitation trucks.

**4.9. Intersection.** Vehicles will not be parked within 20 feet of any intersection or corner.

**4.10. Traffic Control Device.** Vehicles will not be parked within 15 feet of any stop sign, yield sign or any other such marking which is upon the pavement.

**4.11. Fire Hydrants.** Vehicles will not be parked within 15 feet of a fire hydrant.

**4.12. Buildings.** Vehicles will not be parked within five feet of any building, unless otherwise designated.

**4.13. Entrances and Exits.** Vehicles will not be parked within four feet of any parking area entrance or exit, unless otherwise designated.

**4.14. Safety Zone or Fire Lane Parking Restrictions.**

4.14.1. Safety zones are defined as areas in parking lots marked by white hash marks or lines and not identified as fire lanes. Only mopeds, motorcycles and bicycles are permitted to park in safety zones, unless parking is prohibited by a posted sign or other markings.

4.14.2. Fire lanes are defined as areas in parking lots and roadways marked by red or yellow hash marks, lines, markings or posted with signs. Vehicles are prohibited from being parked within the boundaries of a marked fire lane.

**4.15. No Parking Zone.** Vehicles will not be parked against or adjacent to any curbing which is posted by a sign designating “No Parking Zone” or painted in yellow.

**4.16. Loading Zone.** Vehicles will not be parked against or adjacent to any curbing which is posted by a sign designating “Loading Zone” area, unless the vehicle is actively engaged in loading or unloading activities.

**4.17. Storage Policy for Recreational Vehicles (RVs).**

4.17.1. Recreational vehicles are defined as boats, jet skis, dirt bikes on trailers, motor homes, overnight campers and trailers (both powered and un-powered) and most large recreational items not used for daily transportation or for daily recreation in the yard.

4.17.2. No person shall park or store a recreational vehicle under the following circumstances:

4.17.2.1. Within the HTA, LTA or The Landings at Langley (formally Bethel Manor) housing areas, except as outlined in the Base Housing Pamphlet.

4.17.2.2. In non-housing areas of the base, except in designated parking areas controlled by the 633d Force Support Squadron (633 FSS).

**4.18. Public Parking Area Restrictions.** Vehicles will not be parked in public parking areas (i.e., Base Exchange/Commissary parking lot) in excess of 24 hours. Vehicles involved in an accident resulting in disabling damage will not be left at the scene in excess of 24 hours. The owner or person in charge will remove the vehicle. At no time will the vehicle be left in such a manner as to create a hazard to other traffic.

**4.19. Traffic Warden Program.**

4.19.1. The 633 SFS/S5L is appointed as the base traffic warden. This section prescribes the procedures for issuing, maintaining control over and accounting for citations and specifies the responsibilities for unit traffic wardens assigned to the 633 ABW and associate units. Unit traffic wardens will only monitor parking lots of their respective facilities. The 633 SFS/S5L will train all unit traffic wardens on the proper procedures for enforcing violations of parking regulations and properly completing DD Form 1408.

4.19.2. Unit traffic wardens will be appointed, in writing, by the respective unit commander. A copy of the appointment letter will be provided to 633 SFS/S5L.

4.19.3. The unit’s senior traffic warden will be responsible for his/her respective unit’s traffic warden program. The senior traffic warden will contact 633 SFS/S5L for any training or questions about the program. All appointed unit traffic wardens will be trained by 633 SFS/S5L in the proper completion of tickets prior to accomplishing any unit traffic warden duties.

**4.20. Temporary Reserved Parking.** Unit commanders, or equivalent, may establish temporary parking limitations, to include reserved parking spaces or areas, to support special functions occurring on base and will do so by erecting official signs and/or barricades. Temporary parking limitations will not disrupt the normal flow of traffic without first being coordinated through 633 SFS/S5L at least one week prior to the scheduled event.

**4.21. Handicapped Parking.**

4.21.1. Such parking is limited to those vehicles operated by or used to transport persons who are handicapped, permanently or temporarily, in order to provide barrier-free paths from the vehicles to the facilities.

4.21.2. Such vehicles will be identified by either a special parking placard or plate issued by a state department of motor vehicles. Placards will be displayed either from the rear view mirror or on the left hand side of the dashboard. The State of Virginia's handicap placards and plates description and application information can be found at [www.dmv.state.va.us](http://www.dmv.state.va.us).

**4.22. Reserved Parking.**

4.22.1. Installation parking areas must be managed to provide support to the mission. Reserved parking will be kept to an absolute minimum to encourage safe working and living environments.

4.22.2. Reserved parking will generally be granted according to the following priorities:

4.22.2.1. Generals, Colonels, Chief Master Sergeants, equivalent grades of other services and GS-14 (National Security Personnel System (NSPS) Pay Band 3) and above.

4.22.2.2. Organizational commanders and first sergeants.

4.22.2.3. Emergency and mission essential government vehicles.

4.22.2.4. Handicapped stalls as required by the Americans with Disabilities Act guidelines.

4.22.2.5. Visitor/customer service only facilities with a customer service function. These requests will be considered on a case-by-case basis. These parking spaces will have a time limit.

4.22.2.6. HQ ACC facilities in accordance with ACC Instruction 32-1052, *Reserved Parking—HQ ACC Campus*.

4.22.2.7. Group-level and above quarterly/monthly award winners.

4.22.2.8. Special parking slots (i.e., Volunteer with Permit) may be reserved at community areas, such as the Commissary and Base Exchange. The 633 MSG/CC is the approving official for all special parking requests.

4.22.3. Facility managers will serve as points of contact for reserved parking designations in parking lots servicing the facility. For parking lots servicing more than one facility, requests for reserved parking designations will be coordinated with appropriate facility managers.

4.22.3.1. The requesting facility manager will submit a written request (AF IMT 332, *Base Civil Engineer Work Request*) work order for reserved parking spaces to the 633d Civil Engineer Squadron (633 CES) Customer Service after coordination with other

facility managers, if appropriate. The requesting facility manager will also coordinate the work request with 633 SFS/S5L and 633 ABW/SE prior to submitting to 633 CES Customer Service. Requests will be completed as follows:

- 4.22.3.1.1. Provide a map depicting the parking area, total spaces, number, and desired location of the reserved spaces, designation for each space and the name and duty phone of the facility manager submitting the request.
- 4.22.3.1.2. 633 CES Base Traffic Engineer will evaluate requests against requirements of paragraph 4.22.1. After requestor coordinates with 633 SFS/S5L and 633 ABW/SE, the base traffic engineer will submit a recommendation to the work order review board.
- 4.22.3.1.3. Requests for additional reserved parking beyond those listed in paragraph 4.22.2. will be considered and or approved by the 633 MSG/CC. The request must be in writing to the 633 MSG/CC and coordinated and endorsed by the 633 CES/CC, 633 SFS/CC and 633 ABW/CC.
- 4.22.3.2. Upon approval, 633 CES will install the appropriate signage. The 633 CES is the only organization authorized to install, remove or fabricate reserved parking signs. **Note:** Unauthorized signs will be removed by 633 CES personnel upon recognition and does not need coordination.
- 4.22.3.3. Submit for removal of reserved parking on AF IMT 332 to 633 CES Customer Service.
- 4.22.3.4. As needed, each facility manager will submit a drawing to 633 CES Customer Service of the parking areas surrounding their building(s). The drawing(s) will include the location and total number of parking spaces available and the number, location, and title of each reserved parking spot. Those facility managers who share parking areas may work together and submit a combined report.

#### **4.23. Nonmoving Violation Action.**

- 4.23.1. The following actions will be taken for nonmoving violations within a consecutive 12-month period for personnel assigned at LAFB and their dependents:
  - 4.23.1.1. First and Second Offense: Counseling, reprimand or other action deemed appropriate by the commander or sponsor.
  - 4.23.1.2. Third Offense: Suspension of driving privileges for a period of 30 days.
  - 4.23.1.3. Fourth Offense: Suspension of driving privileges for a period of 90 days.
  - 4.23.1.4. Five or More Offenses: Suspension of driving privileges for a period of at least 180 days.
- 4.23.2. The 633 SFS/CC, or designee, will initiate the appropriate action for civilians with no military affiliation, military retirees and their dependents.
  - 4.23.2.1. 633 SFS/S5R will prepare the traffic ticket or violation notice, and advisory letters for signature by the 633 SFS/CC or 633 SFS/S5, addressed to the violator. The

letter will state the number of violations on record, the reason for the suspension and the procedures on how the violator may request reconsideration in writing within 10 days.

4.23.2.2. The unit commander, section commander or first sergeant must, in each case, make a decision on whether or not an individual is guilty of a violation. If the individual is found to be “not guilty” and the 633 SFS/CC disagrees, the case will be sent to the 633 MSG/CD, who will review the case and make a determination for resolution.

**4.24. Prohibited-Purpose Parking.** Vehicles advertised “For Sale” will not be parked in any area for the specific purpose of advertisement unless registered and parked within the 633 FSS Auto Resale Lot. This does not preclude owners from displaying “For Sale” signs in their POV while the vehicle is in operation, parked at assigned quarters or at an assigned duty section.

## Chapter 5

### IMPOUNDING AND TOWING OF PRIVATELY OWNED VEHICLES

#### 5.1. Implied Consent for Vehicle Impoundment.

5.1.1. Any illegally parked vehicle on LAFB interfering with traffic operations, creating a safety hazard, disabled by accident or incident, left unattended in or adjacent to a restricted, controlled, approach way or off-limits area may be removed and impounded at the owner's expense. Additionally, vehicles parked on LAFB may be towed or impounded by order of the 633 MSG/CD or higher authority.

5.1.2. Inoperative vehicles, illegally parked vehicles, vehicles with expired or non-existent base or state registration or inspection, vehicles with major safety defects, vehicles suspected of being involved in the commission of a crime, vehicles that present a traffic or safety hazard to others and law enforcement personnel who reasonably believe the vehicle is abandoned may be subject to tow. If the vehicle is cited as abandoned, and if feasible, the owner will be allowed three days from the date the vehicle is tagged to remove the vehicle (paragraph 6.2.5). If the vehicle isn't moved after three days it will be considered abandoned and towed at the owner's expense. **Note:** Any automobile, boat, recreational vehicle (RV), trailer, motorcycle or other conveyance not operating under its own power due to; missing parts, flat tires, external parts such as fenders, hood, grill, bumpers or due to vehicle not being properly registered, is considered abandoned.

5.1.3. Any person granted the privilege of operating, owning or having possession of a motor vehicle on LAFB is considered to have given their consent to meet the financial obligations of towing and storage fees prior to the release of a vehicle. Fees are imposed only as a government reimbursable expense. If a person fails to meet or refuses such obligations their privilege to operate or register a motor vehicle on LAFB may be revoked for a period of 12 months.

#### 5.2. Towing and Removal of Illegally Parked Vehicles.

5.2.1. The ECC will be contacted for all parking violations which create a roadway blockage or hazard. A Security forces member will cite the vehicle for the violation and will make attempts to contact the owner to have the vehicle removed. In the event the owner does not move the vehicle, it will be subject to tow or impounded.

5.2.2. Any unattended motor vehicle, which is illegally parked for an unreasonable amount of time, blocking fire lanes, or driveways etc., may be temporarily moved. In these cases, the ECC should contact base transportation and request assistance. If base transportation cannot respond in a timely manner or an emergency condition exists, the authorized towing service may be used to remove the vehicle. The vehicle in question should be moved to a valid parking area, and the owner notified of its location. The ECC will annotate this incident in the security forces blotter.

5.2.3. Vehicles in violation of parking regulations within the 633 FSS Auto Resale Lot will be towed immediately. All fees and cost related to the towing and storage shall be the responsibility of the vehicle's registered owner. Vehicles parked in a no parking zone or tow

away zone are subject to towing immediately. All fees and cost related to the towing and storage shall be the responsibility of the vehicle's registered owner.

5.2.4. Privately-owned vehicles, including boats, trailers, motorcycles and mopeds illegally parked at any location and identified as derelict by security forces under any one or a combination of the following conditions is therefore subject to towing and or impoundment if left unattended for a continuous period of more than 72 hours:

5.2.4.1. Vehicle registration has expired and/or the owner does not live at the address on the last registration certificate.

5.2.4.2. Vehicle is not properly registered on base.

5.2.4.3. The last legal owner disclaims ownership.

5.2.4.4. Essential major parts have been removed so as to render the vehicle inoperable or the vehicle identification number (VIN), registration (license plates) and other means of identification have been removed so as to nullify efforts to locate or identify the owner.

5.2.4.5. Vehicle registration records of the state where the license plates were issued show no registration for the vehicle.

5.2.4.6. Vehicle projects an unsightly image to the base.

5.2.4.7. Vehicle is advertised "For " and parked in an unauthorized area.

5.2.4.8. Vehicle obstructs the free flow or movement of traffic or poses a threat to public safety or military efficiency.

5.2.4.9. Vehicle does not display a valid state safety inspection, as applicable to the state of registration.

5.2.5. For suspected abandoned vehicles, the owner will be allowed three days from the date the vehicle is tagged using a DD Form 2504, *Abandoned Vehicle Notice*, to remove the vehicle before impoundment action is initiated. If the vehicle is not moved within 72 hours after issuance of DD Form 2504, it may be impounded.

5.2.6. A DD Form 2505, *Abandoned Vehicle Removal Authorization*, will be completed by the 633 SFS Investigations Section. In the event of an emergency situation (i.e., traffic hazard, impeding emergency response vehicles, natural disaster clean-up, vehicle is disabled and owner is unavailable, etc.), the on-duty security forces flight chief may authorize the removal of the vehicle. In these cases, the authorized towing service may remove the vehicle to their lot for temporary holding.

5.2.7. Prior to the vehicle being removed, the abandoned vehicle monitor, or designee, with an authorized employee of the wrecker service will complete a DD Form 2506, *Vehicle Impoundment Report*, as a record of action taken. In the event of a dispute concerning the condition of the vehicle or property located inside, towing action will stop and the abandoned vehicle monitor, or designee, will be contacted for guidance. A copy of the impound report will be furnished to the wrecker service representative. In all cases, two photographs (front and rear minimum) will be taken of the vehicle depicting the condition of impoundment and/or tow. In all cases of impoundment, a security forces blotter, titled "Vehicle Impoundment", will reflect the circumstances of the action. When initiated by the on-duty



security forces flight chief, the on-call 633 SFS investigator will be notified of the impoundment request. All associated paperwork will be forwarded to 633 SFS/S2I for case assignment and filing.

5.2.8. Vehicles impounded due to abandonment will be towed by a civilian wrecker and stored by the towing company. Vehicles towed and impounded by a civilian wrecker will be assessed a towing and storage fee in accordance with applicable traffic code guidance. Authorized wrecker service employees can be verified by the listing maintained by 633 SFS/S2I. All individuals on this list will be prescreened for valid licenses and current wants or warrant checks. Any vehicles impounded will be towed by the contracted wrecker service to the designated lot off base. Security forces will not physically assist with or provide materials to the wrecker service for purpose of impounding or towing the vehicle. All materials and labor must be provided by the wrecker service.

5.2.9. Any civilian agency requesting entry to the installation to impound an on-base vehicle will be verified via Bill of Lading/Repossession Form and valid identification card. The installation entry controller will verify the information and notify the ECC. The ECC will dispatch a patrol to escort the civilian agency to the vehicle's location for impoundment, towing or repossession. The escorting patrol will verify the vehicle information with the information on pick-up form (i.e., vehicle make, model, license plate and VIN number). The patrol will escort the civilian agency off the installation and brief the ECC on all pertinent information. The ECC will notify the ABW/JA and 633 SFS/CC or designee of the escort and annotate information in security forces blotter.

5.2.10. During special events, if vehicles are identified needing to be removed and the owner cannot be reached, the vehicle will be moved to an adjacent parking area by a military wrecker and the action will be annotated in the security forces blotter.

5.2.11. Towing of POVs for traffic violations or involvement in criminal activity will be accomplished under the direct supervision of security forces personnel.

5.2.12. The federal government, USAF and any other agency, government or private, involved in the vehicle towing, shall not be held liable for any damages or loss as a result of the vehicle.

5.2.13. Towing chains, ropes, straps or lines will not exceed 15 feet in length. Use of an approved tow bar is mandatory when towing any vehicle without brakes. The towed vehicle must be equipped with proper lights in working order (i.e., brake, turn signal and taillights).

## Chapter 6

### ACCIDENTS AND ACCIDENT REPORTS

#### 6.1. Responsibilities.

6.1.1. Drivers are responsible for reporting accidents involving POVs and GOVs, unattended vehicles, personal injury, or death and/or damaged property.

6.1.2. The driver or operator of any vehicle involved in any accident resulting in the injury or death of any person, disabling damage to one or both of the vehicles, or estimated damage in excess of \$10,000 will immediately stop the vehicle at the scene of the accident and remain at the scene of the accident until all reporting and on-scene investigations have been completed by security forces. The driver/operator will, by the quickest means possible, report the accident to the ECC. When a driver of a vehicle is physically incapable of giving immediate notice of an accident and there is an occupant in the vehicle at the time who is capable of doing so or there is any other person in the immediate area who is capable of doing so, said occupant or person will notify security forces.

6.1.3. The driver or operator of any vehicle involved in any accident not resulting in injury, death, disabling damage, or resulting in estimated damage less than \$10,000 will immediately report the accident to the ECC. The ECC will dispatch a patrol to the scene, if available. If a patrol is not available, the parties involved will be directed to report the ECC immediately.

6.1.4. Government vehicle operators will refrain from making oral or written statements to claimants or their agents regarding liability, cause of accident or the possibility of claims approval. Additionally, they will complete the Standard Form (SF) 91, *Operators Report of Motor Vehicle Accident* and DD Form 518, *Accident-Identification Card*, as soon as possible at the scene of the accident and deliver it to the base transportation officer within 24 hours.

**6.2. Accident Investigations.** Security forces will respond to all major accidents occurring on LAFB and areas under exclusive jurisdiction and upon arrival will accomplish the appropriate forms. Accidents occurring in The Landings at Langley (formally Bethel Manor) housing area are investigated by Virginia State Police (VSP) and the York County Sheriff's Department (YCSD). Security forces will respond and assist in all major accidents in The Landings at Langley housing area and a blotter entry and applicable report will be accomplished when able.

**6.3. Duty to Give Information.** All drivers or owners of vehicles involved in accidents will provide the required information to any person injured in an accident or the driver, owner, occupant or any other person attending any vehicle or property damaged in an accident. In all cases, the above persons will produce and surrender their ID card, permit to drive, vehicle registration, current insurance card and inspection certificate to the security forces.

#### 6.4. Category of Accidents.

6.4.1. A major accident is defined as any traffic collision involving any motor vehicle resulting in any death, injury (however slight), damage which renders any vehicle inoperative or damage that exceeds \$10,000.00. If the traffic collision is unusual in nature, it may be categorized as a major accident. All major accidents will be investigated by a certified accident investigator and an AF Form 1315, *Accident Report*, will be accomplished.

6.4.2. A minor accident is defined as any traffic collision involving any motor vehicle not involving death, injury, damage which renders any vehicle inoperative, or damage which does not exceed \$10,000.00. Minor accidents parties' information will be recorded on the 633 SFS Form Letter (FL) 7, *Minor Vehicle Accident Form*. Operators involved in minor accidents are not normally cited unless the patrol person can establish a clear violation of a law or directive. Security forces will not investigate minor motor vehicle accidents.

**6.5. Release of Accident Reports.** Personnel requesting a copy of the 633 SFS FL 7 can contact 633 SFS/S5R five to seven working days after the accident.

## Chapter 7

### SUSPENSION AND REVOCATION OF DRIVING PRIVILEGES

**7.1. Designated Representatives.** The 633 MSG/CC and 633 MSG/CD are the designated representatives for 633 ABW/CC concerning all necessary business to administratively suspend or revoke driving privileges, conduct administrative hearings regarding suspended or revoked drivers and to hear all traffic related matters on the installation in consonance with AFI 31-204, paragraphs 1.3 and 2.5-2.5.2.4. Suspension and revocation of driving privileges apply to drivers of both government and private vehicles, regardless of the vehicle type involved in the resultant action. On-base driving privileges will be suspended or revoked IAW AFI 31-204, Table 5.1.

**7.2. Suspension and Revocation Actions Against Sponsors.** Actions taken against sponsors will not apply to family members nor will actions taken against family members apply against sponsors. **Note:** Security forces Reports and Analysis (S5R) is responsible for forwarding revocation, suspension and driving records to gaining commanders upon a member's permanent change of station (PCS) through automated or direct means. S5R will ensure any similar records received from losing commanders of inbound personnel are documented accordingly.

**7.3. Requests for Suspension or Revocation of On-Base Driving Privileges for Other Than Driving Offenses.** Unit commanders or staff agency directors may request suspension of a military member's, a family member's or a civilian employee's driving privileges by forwarding a letter requesting suspension/revocation to 633 MSG/CD through 1 SFS/S5R.

**7.4. Restricted Privileges.**

7.4.1. Request for limited privileges must be submitted in a typed letter to 633 MSG/CD through 633 SFS/S5R with concurrence from Staff Judge Advocate (SJA). All instances require a driving check through Virginia Criminal Investigation Network (VCIN). If the requestor is a military member, military dependent or civilian employee the request must be routed through the member's or employee's unit chain of command for coordination by the unit commander. Restricted privileges may be granted or denied in a hearing with the 1 MSG/CD.

7.4.2. In all instances, the letter must be typed.

7.4.3. If the individual is active duty military or civilian employee, the letter must be endorsed with a recommendation from their unit commander, first sergeant or staff agency director. If the individual is the dependent of an active duty military member or civilian employee, the letter must be endorsed with a recommendation from their sponsor's unit commander or first sergeant.

7.4.4. If the individual is a civilian with no military affiliation, a retired military member or the dependent of a retired military member, the letter does not require an endorsement or recommendation before being sent to 633 MSG/CD.

7.4.5. If limited privileges are granted, 633 SFS/S5R will forward written instructions for restricted-driving privileges granted to the requester. The requester must maintain the letter on his/her person at all times while operating a motor vehicle on any LAFB property.

**7.5. Administration of the Program.**

7.5.1. Once 633 SFS/S5R receives notification of a suspension or revocation, they will contact the appropriate first sergeant to have the individual report to Building 355. When the individual reports, S5R will ask if he or she requests a hearing with the 633 MSG/CD.

7.5.2. 633 SFS/S5R will prepare, distribute and receive responses to suspension or revocation letters and forward them with case files to the 633 MSG/CD through the 633 ABW/JA for signature.

7.5.3. If the individual requests a hearing, it must take place within 10 duty days. 633 SFS/S5R is responsible for scheduling the administrative hearing with 633 MSG/CD, once they receive official notification the individual requests a hearing. The individual must route the request through his/her commander and the 633 SFS/CC to the 633 MSG/CD. The individual's commander must also send a mission-impact statement via email or memorandum to the 633 MSG/CD explaining why the suspended individual should be allowed to drive on the installation. 633 SFS/S5R will prepare a packet with all pertinent information to assist the 633 MSG/CD in his/her decision-making, ensuring the commander receives the case files at least one duty day before the hearing. If the individual initially indicates he/she does not want a hearing but later decides to request a full or partial reinstatement, an email or memorandum must be generated and routed (as indicated above). In this case, the individual will not appear before the 633 MSG/CD unless he/she is requested to do so. After the hearing, the 633 MSG/CD will forward the hearing determinations to the 633 SFS/CC.

7.5.4. If the individual is granted "limited" driving privileges, an endorsement will be made on the limited driving privileges letter by the 633 MSG/CD. This is a statement to the fact the individual understands and will comply with the limited driving privileges. The individual will receive a copy of this endorsement.

7.5.5. Upon revocation actions only the following will be accomplished: For individuals holding a Virginia driver's license; a Virginia Department of Motor Vehicles (DMV) DSA Form 10, *Suspension/Revocation/Disqualification Notice*, will be issued by 633 SFS/S5R with the original portion of the form forwarded to DMV Headquarters in Richmond. For individuals with driver's licenses from other states, a letter will be sent by 633 SFS/S5R via mail to the DMV in the state who issued the individual's driver's license explaining what violation was committed and what actions were taken. This applies only to "on-base" violations.

7.5.6. Upon serving the individual the revocation/suspension package, he/she will be added to the suspension/revocation list. The suspension/revocation list is updated as needed and available for the 633 SFS/S5L to retrieve and post at installation entry points.

## **7.6. Suspension and Revocation Procedures.**

7.6.1. Individuals will have their driving privilege suspended or revoked as indicated for the below violations. This does not include violations already covered under AFI 31-204.

7.6.2. Persons driving without a valid driver's license will have their installation driving privileges suspended for 90 days for their first offense. Violators will be allowed three working days to renew a recently expired driver's license. Upon proof of compliance, the mandatory 90-day suspension will be reclassified as a non-moving violation. A recently expired license is defined as expired 30 days or less.

7.6.3. Failure to obtain insurance or expired insurance coverage will result in the suspension of installation driving privileges for a period of 90 days. Operators who fail to carry proof of insurance in their vehicle will have three working days to show proof of insurance. Upon proof of vehicle insurance, prior to the citation date, the citation shall be reclassified as a non-moving violation. If proof of insurance at the time of the violation is not shown to 633 SFS/S5R within three working days, a suspension will be initiated as if the person had no insurance coverage.

7.6.4. Persons found with an open container of alcoholic beverage in their vehicle will have their installation driving privileges suspended for a period of 180 days.

7.6.5. Persons eluding or fleeing from security forces will have their installation driving privileges suspended for a period of 180 days.

7.6.6. The penalty for exceeding the speed limit by 10 mph in base housing will be as follows:

7.6.6.1. First offense will result in a 7-day suspension.

7.6.6.2. Second offense will result in a 15-day suspension.

7.6.6.3. Third offense will be forwarded to the 633 MSG/CC or designated representative for action.

7.6.7. Commission of a traffic offense in or another state which, if committed on the installation, would be grounds for suspension or revocation, the period of suspension will correspond with penalties for similar offenses as if they occurred on the installation.

7.6.8. Other offenses at the discretion of the 633 ABWCC or 633 MSG/CC (as determined by the suspending or revoking authority).

## **7.7. Suspension and Revocation of On-Base Driving Privileges for DWI Offenses.**

7.7.1. The Installation Commander, or designated representative, will be briefed on all facts concerning on-base DWI incidents and may authorize a temporary suspension or revocation letter be served immediately to the offender. Civilian and military personnel will be issued a preliminary suspension of on base driving privileges letter before they depart from any DWI offense so they are notified and acknowledge the suspension. The suspension should be for a period of 1 year from the date of the offense.

7.7.2. For off-base DWI incidents, the ECC, or receiving official, will place an entry into the security forces blotter and complete an AF IMT 3545, *Incident Report*, for civil arrest with information provided by the arresting law enforcement agency. The subject's unit will then be notified. It is the responsibility of the unit to have the individual report as soon as possible to 633 SFS/S5R during duty hours or to the ECC during non-duty hours, so a driver's suspension or revocation letter can be served. Either a unit representative or another security forces member will be present to sign as a witness.

## **7.8. Appeal Procedures.**

7.8.1. Any person whose installation driving privileges are suspended or revoked may appeal in writing, via his/her chain of command, to the 633 MSG/CD through 633 SFS/S5R. Appeals must reach 633 SFS/S5R not later than 7 days after the revocation letter is received by the individual.

7.8.2. In the event written notification cannot be verified either through certified return receipt mail or delivery through command channels, the Installation Commander or designated representative will deem the suspension or revocation as remanded to file as pending. 633 SFS/S5R will maintain the remanded suspension or revocation in a pending status for a period of three months, unless contact is made with the violator. Reliable proof of contact will consist of a returned Postal Service Form 3811, *Domestic Return Receipt*, with the signature of the addressee on line 5 or the returned and signed revocation or suspension letter. The effective date of the suspension will begin 10 working days from the date of delivery, as annotated on line 7, or from the date of receipt on the revocation or suspension letter. If the violator cannot be contacted within the pending time period, the effective date of the suspension or revocation will occur automatically on expiration of the pending status period.

7.8.3. Following an automatic expiration of a remanded pending suspension or revocation, the violator will be denied vehicle registration privileges until such application is made in writing to the installation traffic authority.

## Chapter 8

### TRAFFIC VIOLATION PROCESSING

#### 8.1. Processing of DD Form 1408, Armed Forces Traffic Ticket.

8.1.1. If the violator is an active duty member, a dependent of an active duty member, or a civilian employee assigned to any unit on LAFB, the ticket is sent to the appropriate unit commander or agency for action. If the violator is a dependent of, or an active duty member assigned to another military installation or service, the ticket will be sent to the appropriate police agency or squadron for action. If the violator is a civilian with no military affiliation, a retired military member, or the dependent of a retired military member, the violation will be recorded, points assessed as required to the individual, and kept on file.

8.1.2. Unit commanders or squadron section commanders will personally annotate the remarks section (reverse side) of the ticket, and other reports of violations, specifying “guilty” or “not guilty” and the action taken. If not guilty or no action is taken, they must annotate the reason for their findings. They will then sign and return the ticket to 633 SFS/S5R.

8.1.3. Violators have 10 days from the date the ticket is issued to submit any rebuttal to the traffic violation. Rebuttals must be submitted in writing through the unit commander to 633 SFS/S5R. No rebuttals will be considered once the report of action has been received. Commanders will take appropriate action on the ticket or violation notice and forward it with the rebuttal attached. No entry will be made on the driver’s record until the rebuttal has been considered by the 633 SFS/CC, or a designated representative. Address all citation inquiries to 633 SFS/S5R. If the citation is uncontested or the contest is unsuccessful, 633 SFS/S5R will forward the ticket to the appropriate commander or agency chief for action.

8.1.4. The issuance of a traffic ticket is a matter within the purview of security forces, the primary law enforcement organization on Air Force installations. However, upon written requests to the 633 SFS/CC, other organizations (unit traffic wardens) may be authorized to issue parking citations in areas immediately adjacent to their organizations.

#### 8.2. Processing of DD Form 1805, *United States District Court Violation Notice*.

8.2.1. Civilians can be issued the DD Form 1805 for traffic violations. All persons issued a DD Form 1805 are required to appear in U.S. Magistrate court, except under the following circumstances:

8.2.1.1. Payment of the specified fine is mailed to the Central Violations Bureau in lieu of appearance.

8.2.1.2. The case is dismissed by the Special Assistant U.S. Attorney. Contact 633 SFS/S5R and the 633 ABW/JA to show proof of insurance or driver’s license.

8.2.2. Failure to appear in federal court will result in the issuance of a penal summons or bench warrant.

#### 8.3. Traffic Violation Procedures.



8.3.1. Points are, for the purpose of this instruction, those determined assessable, for moving violations, to all military and civilian personnel operating GOVs or POVs on LAFB.

8.3.2. When an individual has accumulated a total of 12 or more points within a 12-month period or 18 points within a 24-month period, 633 SFS/S5R will notify the individuals' commanding officer or manager that the individual's driving privileges are being revoked for a period of 1-ear. If warranted, the commander may recommend the individual's privileges be revoked permanently. The individual's privilege to operate a GOV may also be revoked in the same manner. If the individual is a civilian with no military affiliation, a retired military member or the dependent of a retired military member, the individual is notified by certified mail.

8.3.3. Points assessed against an individual will remain in effect in accordance with AFI 31-204. Driver record entries will remain posted on an individual for the periods specified below:

8.3.3.1. Nonmoving violations: 2 years.

8.3.3.2. Chargeable nonfatal accidents or moving violations: 3 years.

8.3.3.3. Non-mandatory suspensions or revocations: 5 years.

8.3.3.4. Mandatory revocations: 7 years.

8.3.4. Based on reciprocal agreements among military law enforcement officials, points and penalties will be assessed for traffic tickets issued by other military law enforcement agencies to personnel assigned to LAFB.

8.3.5. Any appeal concerning assessed traffic points and/or penalty (other than suspended or revoked driving privileges) must be submitted in writing through the unit commander, or agency manager, to the 633 SFS/CC through 633 SFS/S5R no later than 10 days from the date of action taken on the reverse side of the DD Form 1408.

8.3.6. A person subject to the UCMJ who has been tried in a civilian court for a traffic violation, normally, will not be tried by courts-martial for the same act or acts over which the civilian court has exercised jurisdiction. Upon notification that a military member of the installation has been charged with a serious traffic offense by civilian authorities, commanders may recommend to 633 SFS/S5R the individual's driving privileges be suspended in accordance with this instruction. Commanders may take further administrative action if the situation warrants.

#### 8.4. Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DONALD E. KIRKLAND, Colonel, USAF  
Commander, 633d Air Base Wing

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

ACC Instruction 32-1052, *Reserved Parking—HQ ACC Campus*, 1 June 1995  
ACC Supplement 1 to AFI 31-101, *The Air Force Installation Security Program*, 7 September 2005  
AFI 31-101, *The Air Force Installation Security Program*, 1 March 2003  
AFI 31-101\_LAFB Supplement 31-101, *Installation Security Instruction*, 27 July 2007  
AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000 Incorporated Change 1, 20 July 2007  
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006  
AFI 91-207, *US Air Force Traffic Safety Program*, 1 October 1995  
AFMAN 31-201, Volume 3, *Flight Operation*, 14 May 2003  
AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, 31 August 1994  
DoD 5200.8R, *Physical Security Program*, May 1991  
EXECUTIVE ORDER 13513, *Federal Leadership on Reducing Text Messaging While Driving*, 1 October 2009  
LAFB Instruction 11-250, *Airfield Operations and Base Flying Procedures*, 1 October 2001  
Manual on Uniform Control Devices for Streets and Highways, 2003 Edition revised December 2007  
Unified Facilities Criteria (UFC) 3-120-01, 6 February 2003

*Abbreviations and Acronyms*

**633 CES**—633d Civil Engineer Squadron  
**633 CES/CC**—633d Civil Engineer Squadron Commander  
**633 CES/CEPD**—633d Civil Engineer Squadron Base Traffic Engineer  
**633 ABW/CC**—633d Air Base Wing Commander  
**633 ABW/JA**—633d Air Base Wing Staff Judge Advocate  
**633 ABW/SE**—633d Air Base Wing Chief of Safety  
**633 MSG/CC**—633d Mission Support Group Commander  
**633 MSG/CD**—633d Mission Support Group Deputy Commander  
**633 FSS/DPC**—633d Force Support Squadron Chief of Civilian Personnel  
**633 SFS/CC**—633d Security Forces Squadron Commander  
**633 SFS/S2I**—633d Security Forces Squadron Intelligence Branch  
**633 SFS/S5B**—633d Security Forces Squadron Pass and Registration Section  
**633 SFS/S5I**—633d Security Forces Squadron Industrial Security Section  
**633 SFS/S5L**—633d Security Forces Squadron Police Services Section  
**633 SFS/S5R**—633d Security Forces Squadron Reports and Analysis Section  
**ACC**—Air Combat Command  
**AF**—Air Force  
**AFB**—Air Force Base  
**AFI**—Air Force Instruction  
**AFPD**—Air Force Policy Directive  
**ATV**—All-Terrain Vehicle  
**BAC**—Blood Alcohol Content  
**BrAC**—Breath Alcohol Content  
**CAC**—Common Access Card

**CC**—Commander  
**CONUS**—Continental United States  
**CSF**—Chief, Security Forces  
**DD**—Department of Defense  
**DMV**—Department of Motor Vehicles  
**DoD**—Department of Defense  
**DWI**—Driving While Intoxicated  
**ECC**—Emergency Communications Center  
**GOV**—Government-Owned Vehicle  
**HTA**—Heavier-Than-Air  
**ID**—Identification  
**JA**—Judge Advocate  
**LAFB**—Langley Air Force Base  
**LAFBI**—Langley Air Force Base Instruction  
**LTA**—Lighter-Than-Air  
**NASA**—National Aeronautics and Space Administration  
**NCIC**—National Criminal Information Center  
**NCO**—Noncommissioned Officer  
**NCOIC**—Noncommissioned Officer in Charge  
**NSPS**—National Security Personnel System  
**OCONUS**—Outside Continental United States  
**OPR**—Office of Primary Responsibility  
**ORV**—Off-Road Vehicle  
**PAS**—Privacy Act Statement  
**POV**—Privately-Owned Vehicle  
**PS**—Postal Service  
**RDS**—Records Disposition Schedule  
**RV**—Recreational Vehicle  
**SF**—Standard Form  
**SFMIS**—Security Forces Management Information System  
**UCMJ**—Uniform Code of Military Justice  
**UL**—Underwriters Laboratory  
**US**—United States  
**USAF**—United States Air Force  
**USC**—United States Code  
**VA**—Virginia  
**VCIN**—Virginia Criminal Information Network  
**VIN**—Vehicle Identification Number  
**VSC**—Virginia State Code

## Attachment 2

## POINT ASSESSMENT FOR TRAFFIC CODE VIOLATIONS

Violations	Points Assessed
<b>VEHICLE REGISTRATION</b>	
<b>Attachment/Display of Valid Plates.</b> Plates shall be displayed on the front and back of a motor vehicle until their lawful use expires, is canceled, or is revoked. Every number plate shall be maintained so as to be clearly legible, positioned to be clearly visible, and permanently affixed to the vehicle to prevent the plate from swinging or falling from the vehicle. Tinted plate covers of any form are not authorized. <b>Exception:</b> The state in which the vehicle is registered does not require plates to be displayed on the front and back of the motor vehicle.	2
<b>Mandatory Insurance.</b> Persons operating a motor vehicle on LAFB must have a current insurance policy (liability as a minimum) covering their vehicle. Proof of insurance must be produced upon request by competent authority (i.e., security forces, commander, first sergeant, etc.).	3
<b>DRIVER'S LICENSE</b>	
<b>Legible License to be Carried and Exhibited on Request.</b> Persons on LAFB shall have legible and valid states driver's license in their immediate possession at all times when operating a motor vehicle and shall display the license upon request by security forces. Likewise, any person operating a GOV shall have a legible and valid government driver's license in their immediate possession and shall produce the license upon request by security forces.	1
<b>Restricted License.</b> No person shall operate a motor vehicle in any manner violating the restrictions imposed on his/her issued driving license.	1
<b>Altered/Fraudulent License.</b> No person shall knowingly display, cause, or permit to be displayed or have in his/her possession a canceled, revoked, suspended, fictitious or fraudulently altered driver's license.	3
<b>Using Driver's License of Another.</b> No person shall use the driver's license of another individual, nor shall any person lend his driver's license to any other person or knowingly permit the use by another thereof.	3
<b>Permit Unauthorized Minor to Drive.</b> No person shall knowingly permit his child, ward or any person under the age of 16 years to drive a motor vehicle when such person is not duly licensed or insured.	3
<b>Permit Unauthorized Person to Drive.</b> No person shall authorize or knowingly permit a motor vehicle owned by him/her or under his/her control to be driven by any person who is not duly licensed and insured.	3

<b>VEHICLE MOVEMENT</b>	
<b>Drive on Wrong Side of Road.</b> Upon all roadways of sufficient width, a vehicle shall be driven upon the right half of the roadway.	3
<b>Passing.</b> No vehicle shall pass another vehicle on LAFB, except on one-way, two-lane streets or when the vehicle is impeding the normal flow of traffic and passing maneuver can be made safely.	4
<b>One-Way Streets.</b> Upon a roadway designated and sign posted for one-way traffic, a vehicle shall be driven only in the direction of travel designated.	4
<b>Drive in One Lane and Unsafe Lane Change.</b> A vehicle shall be driven within a single lane and shall not be moved from that lane until the driver has first ascertained the movement can be made safely.	4
<b>Following Too Closely.</b> The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent. The driver must have due regard for the speed of neighboring vehicles, traffic and upon the current roadway conditions.	3
<b>Off-Road Vehicle (ORV) Usage.</b> Prohibited on LAFB. <b>Exception:</b> GOV ORV on official business.	1
<b>Driver Behavior and Inattentive Driving.</b> No person shall drive in an unsafe manner or in a manner creating an unsafe condition. Some examples of unsafe driver behavior might be; failing to dim headlights to prevent blinding other drivers, road rage or any inattentive action made by the driver which causes an accident. Used for incidents not meeting the criteria of reckless driving.	3
<b>Inattentive Backing.</b> Vehicle operators will ensure the area is clear of vehicles, pedestrians and obstacles when backing a vehicle from any parking space, parking lot, roadway or driveway.	3
<b>POSITION TO MAKE TURNS</b>	
<b>Signal Before Turning.</b> No person shall turn any vehicle without giving an appropriate signal by hand and arm or vehicle signaling device.	3
<b>U-Turns.</b> No vehicle shall make a U-turn anywhere on LAFB.	3
<b>SPEED VIOLATIONS</b>	
<b>Reasonable and Prudent.</b> A person shall not drive a vehicle at a speed greater than is reasonable and prudent under the circumstances, conditions and actual or potential hazards existing. In every event, speed shall be so controlled as may be necessary to avoid colliding with any object, person, vehicle or other conveyance on the road.	2
<b>Excessive Speed.</b> A person shall not exceed the posted speed limit. (Points assessed will be doubled for speeding in a residential area.)	
0 - 10 mph	3

11 - 15 mph	4
16 - 20 mph	5
Over 20 mph	6
<b>Speed Not to Impede Traffic.</b> No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.	2
<b>Racing.</b> No person shall drive any vehicle in any race, speed competition, contest, drag race, acceleration contest, for the exhibition of speed or acceleration or for the purpose of making a speed record on a street. Neither shall a person in any way participate in any such race, competition, contest, test or exhibition as a starter, timer, scorekeeper, etc.	6
<b>SERIOUS MOVING VIOLATIONS</b>	
<b>Leaving the Scene of Accident (Death, Injury, Complaint of Injury, or Damage).</b> The driver of any vehicle involved in an accident resulting in injury to or death of any person shall immediately stop the vehicle at the scene, or as close as possible and render/summon aid. The driver will provide his/her name, address and registration number of the vehicle he/she is driving to the other driver. The driver will notify the ECC immediately.	6
<b>Leaving the Scene of Accident-Unattended Vehicle.</b> The driver of a vehicle which collides with any unattended vehicle shall immediately stop and shall then attempt to locate and notify the operator or owner of the vehicle. The driver will provide his/her name, address and registration number of the vehicle he/she is driving or will leave it in a conspicuous place on the vehicle a written notice with the same information. The driver will notify the ECC immediately.	6
<b>Leaving the Scene of Accident-Fixture by Roadway.</b> The driver of any vehicle involved in an accident resulting only in damage to fixtures or other property will notify the ECC immediately.	4
<b>Reckless Driving.</b> Willful and wanton disregard for the safety of persons or property.	6
<b>Fleeing or Attempting to Elude Security Forces.</b> Any person who operates a motor vehicle and willfully fails or refuses to bring the vehicle to a stop, flees or attempts to elude a pursuing security forces vehicle when given a visual or audible signal to bring the vehicle to a stop. A signal under this section given by security forces member pursuing a vehicle may be by hand, voice, emergency light or siren. The security forces member giving the signal must be on-duty. If the security forces member is in a vehicle, the vehicle must be appropriately marked as a security forces vehicle.	4
<b>RIGHT-OF-WAY</b>	
<b>Car on Right-Open Intersection/Roundabout.</b> When two vehicles enter or	3

approach an intersection from different streets at approximately the same time, the driver of the vehicle on the left shall yield right of way to the vehicle on the right or in the roundabout.	
<b>Yield Right at T Intersection.</b> When a vehicle is on a continuing street and a vehicle is on the terminating street, the vehicle on the terminating street shall yield right of way.	3
<b>Yield from Stop Sign.</b> The driver of a vehicle shall stop in obedience to a stop sign and shall yield to vehicles on the roadway. Vehicles shall not enter the roadway in such a manner an immediate hazard is created for vehicles occupying the roadway.	3
<b>Yield from Driveway/Parking Lot.</b> The driver of a vehicle about to enter a road from a driveway or parking lot shall yield the right of way to all vehicles on the roadway. Vehicles shall not enter the roadway in such a manner an immediate hazard is created for vehicles occupying the roadway.	3
<b>Yield to Emergency Vehicles.</b> Upon the immediate approach of an authorized emergency vehicle equipped with at least one lamp illuminated and exhibiting a flashing red and/or blue light or lens, the driver of every vehicle on both sides of the roadway shall yield right of way and immediately pull to the right hand edge or curb and stop until the emergency vehicle has passed.	4
<b>Following Fire Truck.</b> The driver of any vehicle other than on official business shall not follow closer than 500 feet of any fire apparatus responding to an alarm.	4
<b>Yield to Pedestrians.</b> The driver of a vehicle shall yield to any pedestrian about to enter, entering, or presently crossing a marked crosswalk.	3
<b>TRAFFIC CONTROL DEVICES</b>	
<b>Obedience to Security Forces.</b> No person shall willfully fail or refuse to comply with any lawful order or direction of a security forces member or other authorized person performing traffic control duties.	4
<b>Obedience to Traffic Control Device.</b> The driver of any vehicle shall obey the instructions of any official traffic-control device, unless otherwise directed by a security forces member or yielding to an emergency vehicle.	4
<b>STOPS AND MISCELLANEOUS VIOLATIONS</b>	
<b>Stop Sign/Line.</b> The driver of a vehicle approaching a stop sign shall stop before entering the crosswalk on the near side of the intersection. In the event there is no crosswalk, the driver shall stop at a clearly marked stop line. In case of the complete absence of a stop line, the driver shall come to a stop at the point nearest the intersecting roadway where the driver has a sufficient view of approaching traffic.	4
<b>Yield Sign/Line.</b> The driver of a vehicle approaching a yield sign or pavement marking shall in obedience to such sign or marking slow down to a speed reasonable for the existing conditions and shall yield the right of way to any	4

vehicle in the intersection or approaching on another roadway so closely as to constitute an immediate hazard. If a driver is involved in collision with a vehicle in the intersection after driving past a yield sign or marking without stopping, such collision shall be deemed <i>prima facie</i> evidence of his/her failure to yield right of way.	
<b>Crossing Fire Hose.</b> No vehicle shall be driven over any unprotected hose of the Fire Emergency Services when laid down on any street, parking lot, or driveway to be used at any fire or alarm of fire without consent of the Fire Emergency Services official in command.	3
<b>Driving Upon a Sidewalk.</b> A person shall not drive any vehicle upon a sidewalk area except upon a permanent or duly authorized temporary driveway.	3
<b>Door as a Traffic Obstruction.</b> A person shall not open any door on a motor vehicle unless it is reasonably safe to do so and can be done without interfering with the movement of other traffic. A person shall not leave a door open on a side of a motor vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.	2
<b>Mechanical Raising and Lowering Devices.</b> A person shall not raise or lower the height of a motor vehicle by mechanical means while the motor vehicle is in motion.	3
<b>Wearing Headphones.</b> No operator of any motor vehicle shall wear headphones or earphones while the vehicle is on a roadway or in motion.	3
<b>Cellular Telephone Use.</b> No operator of any motor vehicle shall use a cellular telephone while entering through an installation entry control points or while driving on the installation. <b>Exception:</b> The use of cellular telephones is permitted when used in conjunction of a hands-free headset/device.	2
<b>Improper Vehicle Towing.</b> Any vehicle towed by another vehicle other than a wrecker must be occupied, shall be securely fastened to the other vehicle by chain, tow strap or rope and must have emergency flashers operating.	3
<b>Excessive Sounding of Horn.</b> No person shall sound their horn unless for essential warning.	1
<b>Littering.</b> No person shall throw, place or drop litter from a vehicle.	2
<b>Use of Radar Detectors.</b> No person shall operate any type of radar detector or any type of radar disrupter device.	3
<b>Excessively Loud Music.</b> No person shall operate a vehicle with the vehicle's audio system or any other type of audio system in the vehicle at a level where it may be heard at a distance of 50 feet or greater.	3
<b>VEHICLE EQUIPMENT</b>	
<b>Child Passenger Restraint.</b> No person shall operate a motor vehicle on the road when transporting a child 4 years of age or younger or 50 lbs or less, unless the child is properly secured in a child passenger restraint seat. <b>Exception:</b> A	4



person who is transporting a child requiring emergency medical care.	
<b>Seatbelts Required.</b> All persons riding in a motor vehicle will have passenger restraint devices engaged and worn as directed by the vehicle manufacturer. This does not apply to US motor vehicles manufactured prior to 1966. It is the inherent responsibility of the operator to ensure all passengers are in compliance with this paragraph and thus, if a passenger were to be in violation of this paragraph, the operator would be issued the citation and the points assessed would be against same.	4
<b>When Lighted Lamps are Required.</b> Every vehicle upon a road from dusk to dawn and at any other time when there is not sufficient light to render clearly discernible persons and vehicles at a distance of 500 feet ahead shall display lighted lamps and illuminating devices.	3
<b>Headlights on Motor Vehicles.</b> Every motor vehicle other than a motorcycle or motor driven cycle shall be equipped with at least two and no more than four headlights with at least one on each side of the front of the motor vehicle and white in color.	2
<b>Headlights Covers.</b> Only clear transparent material/covers may be mounted in front of headlights, fog lamps, or auxiliary driving lamps.	1
<b>Taillights.</b> Every motor vehicle, trailer, semi-trailer and pole trailer and any other vehicle which is being drawn shall be equipped with two taillights mounted on the rear which when lighted shall emit a red light plainly visible from 500 feet to the rear and stop lamps visible from 100 feet.	2
<b>License Plate Light.</b> Every motor vehicle shall be equipped with either a taillight or a separate lamp which will illuminate, with only a white light, the rear number plate and render it clearly legible from a distance of 50 feet to the rear. It shall be wired to activate whenever the headlights are illuminated.	2
<b>Horn Required.</b> Every motor vehicle when operated shall be equipped with a horn in good working order and capable of emitting sound audible under normal conditions from a minimum of 200 feet, but no horn shall emit an unreasonably loud or harsh sound or whistle.	2
<b>Muffler Required.</b> Every motor vehicle shall at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise and no person shall use a muffler cut-out, bypass or similar device.	2
<b>Mirror Required.</b> Every motor vehicle which is so constructed or loaded as to obstruct the driver's view to the rear shall be equipped with a mirror so located as to reflect a view of the road for a distance to the rear of at least 200 feet.	2
<b>Windshield Wipers Required.</b> The windshield on every motor vehicle (except motorcycles) shall be equipped with a device for cleaning rain, snow, or other moisture from the windshield and will be maintained in good working order.	2
<b>Windshield Required.</b> Every motor vehicle, other than a motorcycle or golf cart, shall be equipped with an adequate windshield.	2

<b>Unsafe Vehicles.</b> No person shall drive or move on any road any motor vehicle and/or trailer unless the required equipment is in good working order and the vehicle is in such safe mechanical condition as not to endanger the driver, occupants or any person upon the road.	2
<b>MOTORCYCLES</b>	
<b>Rider and Passenger to Have Seat.</b> A person operating a motorcycle shall ride only upon the permanent and regular seat attached thereto and the operator shall not carry any other person nor shall any other person ride on a motorcycle unless it is designed to carry more than one person.	2
<b>Depriving a Motorcycle Full Use of Lane.</b> All motorcycles are entitled to the full use of a lane and a person shall not drive a motor vehicle in such a manner as to deprive any motorcycle of the full use of a lane. Motorcycles operated two abreast in a single lane is not authorized.	3
<b>Passing in Same Lane Occupied by Vehicle.</b> The operator of a motorcycle shall not overtake and pass within the same lane occupied by the vehicle being overtaken.	3
<b>Motorcycle Between Lanes.</b> A person shall not operate a motorcycle between the lanes of traffic or between adjacent rows of vehicles.	3
<b>Muffler Required.</b> A person shall not operate a motorcycle unless it is equipped with a working muffler or noise reduction equipment. A person shall not use a muffler cut-out, bypass, or similar device.	2
<b>Motorcycle Operator/Passenger Safety Equipment.</b> All operators and authorized passengers of motorcycles must wear a helmet which meets national safety standards, transparent eye protection consisting of impact-resistant goggles or a full-face shield attached to the helmet, full fingered gloves, long pants, and over the ankle close-toed shoes and low heels. At all times, the operator and passenger of a motorcycle must wear a reflective vest over a long sleeve shirt or jacket. The reflective vest must be the following: bright orange, bright red, bright yellow, bright blue, fluorescent green, or a combination of those colors.	3
<b>Motorcycle Equipment Required.</b> A motorcycle and motor-driven cycle shall be equipped with a rearview mirror, seat, and footrests for the operator and at least one white in color headlight. Any motorcycle operated with a passenger shall be equipped with seats and footrests for such passengers.	2
<b>Lighted Lamps Required.</b> Motorcycles or motor-driven cycles shall display illuminated headlights at all times the vehicle is in motion.	2
<b>PEDESTRIANS</b>	
<b>Pedestrian in Crosswalk.</b> When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if necessary, to permit pedestrians crossing the roadway to do so safely and expeditiously. No pedestrian shall enter or cross an intersection in disregard	1

of approaching traffic.	
<b>Passing Vehicle Stopped for Pedestrian.</b> When any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.	3
<b>Crossing at Other than Crosswalks (Yield to Vehicles).</b> Every pedestrian crossing a roadway at any point other than a marked crosswalk or within an unmarked crosswalk at an intersection shall yield right of way to all vehicles upon the roadway.	0
<b>Wearing Headphones.</b> No joggers or pedestrians will wear or use headphones or earphones while running or walking on any roadway, sidewalk or any other area where contact with vehicular traffic may occur.	0
<b>BICYCLES</b>	
<b>Traffic Laws Apply to Persons Riding Bikes.</b> Every person riding a bicycle upon a roadway or upon any shoulder adjoining a roadway is granted all the rights applicable to a driver of a vehicle and shall abide by all traffic laws, except as noted below.	
<b>Riding on Bicycles.</b> It shall be unlawful for any person to operate a bicycle unless it is equipped with a securely affixed bicycle seat.	2
<b>Clinging to Vehicles.</b> No person riding on any bicycle, electric personal assistive mobility device, electric power-assisted bicycle, moped, roller skates, roller blades, skateboards, toys or other devices on wheels or runners, shall attach the same or himself/herself to any vehicle on a roadway.	3
<b>Riding on Roadways.</b> A person operating a bicycle upon a roadway at less than the normal speed of traffic shall ride as close as practicable to the right hand curb or edge of the roadway, unless passing another bicycle, preparing for a left turn, or to avoid hazards.	2
<b>Carrying Articles.</b> No person operating a bicycle shall carry any package, bundle, or article which prevents the driver from keeping both hands on the handlebars.	2
<b>Required Equipment on Bicycles.</b> Every bicycle when in use at night shall be equipped with a lamp on the front which shall emit a white light, a lamp which shall emit a red light and a red reflector on the rear. Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheel skid on dry, level and clean pavement.	2
<b>Bicycle Rider Safety Equipment.</b> All persons riding upon a bicycle, including those in child seats, will wear an Underwriters Laboratory (UL) approved bicycle helmet when moving.	3
<b>Wearing Headphones.</b> No bicyclist will wear or use headphones or earphones while riding on any roadway, sidewalk or any other area where contact with	1

vehicular traffic may occur.	
<b>PARKING VIOLATIONS</b>	
<b>Stopping, Standing, or Parking is Prohibited:</b>	
On a sidewalk.	2
Blocking a driveway.	2
Within an intersection or roundabout.	2
Prohibited by signs or pavement markings.	2
Within 15 feet of a fire hydrant.	6
On a crosswalk.	2
Within 20 feet of a crosswalk within an intersection.	2
Double parking.	2
Parking so as to impede traffic or blocking another vehicle.	2
Except for normal usage, vehicles for sale can only be parked in approved 633 SVS locations.	2
Disabled/handicapped parking by unauthorized vehicles.	6
Non-designated parking space.	2
Straddling designated parking space.	2
On a seeded or dirt packed area.	2
Reserved parking space as listed/approved in base parking plan by unauthorized vehicles.	2
Against the flow of traffic.	2
Engine is running or keys are left in the ignition and vehicle is unoccupied by a licensed individual.	2
For the purpose of major vehicle repairs unless parked in an area designated for this purpose.	2
In any area not designated as an authorized parking space (i.e., identified by two parallel white lines).	2
<b>SUSPENSIONS RESULTING FROM TICKETS OR POINT ASSESSMENTS</b>	<b>Suspension Period</b>
3 traffic tickets (parking included) within 3 months	3 Months
5 traffic tickets (parking included) within 6 months	6 Months
6 points assessed within 6 months	Warning Letter/ Commander

	Action
12 points assessed within 12 months	1 Year
18 points assessed within 18 months	2 Year

**NOTES:**

1. This list is **NOT** all-inclusive. For offenses not listed in this table, citations may be issued and points assessed in accordance with Virginia state law.
2. Consider suspension or revocation of driving privileges for repeated or severe offenses.